



**CITY OF SAN ANTONIO  
REQUEST FOR PROPOSALS (RFP)  
FOR  
LAW ENFORCEMENT NEED FOR OFFICE SPACE**

**AMENDMENT #1, February 14, 2014**

Amendment #1 includes the responses to questions received in writing as of the date of this Amendment.

<b>I. QUESTIONS AND CLARIFICATIONS TO RFP</b>
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1. Question: Are all respondents going to be evaluated on a per square foot basis or on a total cost basis?

**Response:** On a total cost basis based on 53,000 s.f.

2. Question: How is the 80 points in the Evaluation Criteria weighted? Ex: are x amount of points awarded for best cost per square foot, are x points awarded for greatest TI amount, are x amount of points awarded for best overall cost, etc.

**Response:** On cost alone with deductions in the event the response does not meet all of the criteria including required FFE, IT infrastructure and payment of the holdover fee to current landlord.

3. Question: How are other cost savings and amenities evaluated? Ex: Energy efficient lighting and HVACs, onsite management and maintenance personnel, onsite conference and training facilities that are free of charge to tenant, onsite gym, and onsite Deli.

**Response:** Amenities and the team comprised to manage the project will be considered as part of other scoring criteria, but will not be considered as part of the 80 points awarded for price. Expectation is that building energy efficiencies will result in lower operational costs, which should be reflected in the overall cost for rent as the preference is that the proposal includes a full service rate. If owners decide to quote the rate on a net basis, we will use a BOMA standard operational cost to calculate costs to operate the building.

4. Question: Will all respondents be allowed to provide used equipment?

**Response:** Low voltage security systems, IT and telephone systems must be new as specified. City will consider used furniture provided sufficient detail is included in the proposal to evaluate the system.

5. Question: Is move of any existing FF&E at their current facility allowed?

**Response:** City will be moving a portion of its existing furniture, the \$400,000 allowance for furniture specified in the RFP is based on a portion of the furniture being new. If proposer does not want to provide a specific allowance, then the proposal must be specific in terms of inventory reflecting all of the furniture that is included in their proposal.

6. Question: Please clarify the exact items to be included in the \$1.6mm budget.

**Response:** Consult the RFP, for those items such as furniture, a dollar allowance was specified, for all other FFE a complete list of the equipment was provided as an attachment to the RFP.

7. Question: The RFP refers to scoring a proposal? How will the city score and or evaluate the proposals? For example, how will the city evaluate 2 proposals that do not have the same amount of SF? Is the city more concerned with total cost, or the cost per S.F.?

**Response:** See answer to question 1 above.

8. Question: The RFP has a section entitled Lease Negotiations, will final cost of the lease be an item of negotiation or will that be non-negotiable?

**Response:** A sample lease was provided so that Respondents could review the document and provide specific detail regarding all portions of the lease that must, in the opinion of Respondent, be altered. City will review the requested changes in terms of making a decision as to the likelihood that the parties could ever come to terms regarding a mutually acceptable lease document so despite the attractiveness of the offer, the parties may not be able to come to terms and the proposal will be deemed unresponsive. Respondents should provide sufficient notes on the lease, so that the reviewer has a clear understanding of the magnitude of the requested changes. Expectation is the the selected proposal will require additional negotiation to arrive at a final lease document. If no comments to the lease are received, the City will expect the selected respondent to sign the lease without any changes.

9. Question: The section entitled Tenant Improvement Allowance requires that the respondent provide 300 parking spaces. What is the minimum number of spaces that the City requires in order to still be considered responsive?

**Response:** 300 spaces are considered the minimum needed to meet program needs. If the proposal offers less than 300 spaces then the scoring will reflect this fact.

<b>END OF REVISIONS</b>
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